Southeast Regional SCIP Implementation Council

MILWAUKEE COUNTY TRANSIT SYSTEM
1942 NORTH 17TH STREET
MILWAUKEE, WI 53205

Approved Meeting Minutes

December 13, 2010

1. Call to Order

The meeting of the Southeast Regional SCIP Implementation Council was called to order at 1:36 PM by Chair Mark Owen (Ozaukee County) who noted that the meeting was properly posted. Dave Harvey (Ozaukee County) was thanked for hosting the meeting at the transit system administrative offices.

Roll call: 16 of the possible 25 members were in attendance for a quorum. 6 members were excused and 3 were absent.

Attending: Todd Lindert (Jefferson); Lou Denko, Phil Johnson (Kenosha); Tom Czaja, Jim Mayer, Ken Sternig (Milwaukee): Dave Harvey, Mark Owen (Ozaukee); Bob Kacmarcik, Rob Robins, Tim Zarzecki (Racine); Tim O'Neill, Chris Severt (Walworth); John Schrader (Washington); Jim Gage, Bill Selzer (Waukesha).

Mark Owen noted that Ben Schliesmann (Kenosha County) advised that his tenure as Emergency Manager concludes on December 31, 2010. The Wisconsin Emergency Management (WEM) – Southeast Region will need to select a new representative for our regional council.

For the record, four non-member communications stakeholders were also in attendance.

2. Approval of Meeting Minutes of October 11, 2010

Upon a motion by Rob Robins (Racine County) and second by Tom Czaja (Milwaukee County), the minutes of the October 11, 2010 meeting were approved as printed by a voice vote.

3. Public Comment

No Comments.

4. Committee/Work Group Reports

Gene Oldenburg (SE Regional Coordinator) reported he is organizing a meeting of the radio administrators from the eight counties in SE region for purpose of discussing narrowbanding, county TICP development, CASM data entry and storage, NECP Goal 2 and general networking. The tentative meeting date is around January 11-13, 2011.

There was general discussion on additional areas of interest that the membership felt was critical to foster interoperability in the region. Jim Mayer (Milwaukee County) suggested three focus areas of "Hardware" (i.e. technical/infrastructure), "Software" (i.e. governance/policies/procedures) and "Human-ware" (i.e. training/exercises/operational aspects). It was agreed that these workgroups would be established at the next meeting so that those members not in attendance would have an opportunity to participate in a workgroup of interest to them.

5. Special Reports

Gene Oldenburg provided an update on regional interoperability matters since the last council meeting.

- DHS/Office of Emergency Communications (OEC) offers several one day training opportunities through the UASI region. Members did not express a high interest in offerings.
- Members were advised they can receive OJA grant opportunity notifications by signing up for "Email Alerts" at http://oja.wi.gov.
- Gene reported he is a member of a panel reviewing an August 2010 incident where two West Allis police officers were shot in the line of duty that resulted in a large scale multi-agency response. He will bring some audio recordings to next meeting to illustrate the critical importance of interoperable communications.
- Gene attended the Wisconsin Emergency Management Association conference on October 27th. The focus was on communications. He mentioned that one breakout session was on "social media" and how quickly emergency event information is posted and updated over wide areas.
- During a meeting of the six regional interoperability coordinators at the OJA offices in Madison, Paul Wittkamp, State EMS Communications Coordinator with the Dept. of Health Services discussed the interoperable radio communications requirements in the WI EMS Communications plan and the State Administrative Code.
- Gene met with Milwaukee Police Chief Flynn and senior staff to discuss interoperable communications initiatives between MPD's radio system and other radio systems. Milwaukee PD also recently conducted a department-wide test of the mutual aid capabilities of their radio system utilizing 8CALL and 8TAC channels.
- In the OJA Round 6 Mutual Aid Radio Grant announcement, there is a regional interoperability participation requirement as a condition of funding eligibility. OJA has been informed that at the present time all counties in the SE region are active participants.

Jim Mayer reported that the Mutual Aid Box Alarm System (MABAS) Communications Committee is addressing a naming convention issue, (MABAS or IFERN) on the several regional 800 MHz radio systems that have created an interoperable talkgroup for patching to VHF IFERN. The committee recognized that standardized naming conventions are critical for successful interoperability and that the regional group may be able to assist in that area.

John Schrader (Washington County) reported he is a member of Urban Area Security Initiative, (UASI), Urban Area Working Group (UAG) Interoperable Communications sub-committee. They are always interested in funding projects that would enhance regional interoperable communications capabilities. Anyone with questions or possible projects should contact him.

Gene Oldenburg reported he attended the November 29th UASI UAG meeting and discussed creating a communications handbook/guide designed to assist the first-line field personnel with interoperable communications. Grant funding possibilities were briefly discussed at the UAG meeting. Gene passed around to the council members several examples: Orange County California Official Law Enforcement Communications Handbook; DHS/OEC National Interoperability Field Operations Guide and a template developed by OEC for State/Region/Urban Area use "Tactical Interoperable Communications Field Operations Guide.

6. <u>**Old Business**</u>

   a. **FCC Narrowbanding Mandate** – The State is still on target to narrowband the VHF mutual aid channels between April and November 2011. The FCC has a new website on the issue; www.fcc.gov/pshs/public-safety-spectrum/narrowbanding. Tom Czaja, who is also chairs the Mutual Aid Frequency Coordinating Group (MFCG), reported that there has been no real communications problems between wide and narrow band radios where narrowbanding has taken place.

   b. **Tactical Interoperable Communications Plan (TICP)** – Gene Oldenburg reports he has had preliminary meetings with Waukesha and Ozaukee County representatives. Waukesha County indicated a need for an additional appendix to address public health's tactical communication plans related to the Center for Disease Control's (CDC) Strategic National Stockpile (SNS).

   c. **Communications Asset Survey & Mapping (CASM)** – Gene reports he continues to "clean-up" the agency data entries as a result of duplicate information from several large data imports. He will be working with the various county radio administrators/technical staffs to load the necessary information. Gene stated if we have internet access and video equipment available at the next meeting location, he would give a demonstration of the CASM software to enhance committee knowledge of the system.

   d. **National Emergency Communications Plan Goal 2 –** Non-UASI counties will engage in a 2 part assessment that is required by the DHS/OEC. One part will assess interoperability capabilities based on the interoperability continuum and the second part will be a performance assessment based upon an after-action report of an incident/event. The regional coordinator will assist the reporting counties. This will occur in 2011.

    e. **WISCOM Update -** The WISCOM is currently being projected to become operational in July 2011.

7. <u>**New Business**</u>

    a. **The OJA 2009 Regional SCIP Implementation Council/Coordinator Grant** –The funding in calendar year 2011 was accepted by the City of Milwaukee, Common Council's Public Safety Committee. Milwaukee is the fiscal agent. A handout was distributed listing the new/updated grant deliverables for 2011 – 2012.

    b. **Interoperability Council Policy Statement # 2 "Active Participation Requirement"-** A copy of the policy was distributed. Next year's deliverables require the regional council to define "active participation" in the by-laws. The regional coordinator will submit a report to OJA due September 30, 2011 on who is and is not participating. There was general discussion on possible meanings of active participation. One option would be to require minimum 50% by county. The membership noted that this is an important issue. There was also discussion on having assigned alternates due to this participation requirement along with ensuring there are sufficient members in attendance to ensure a meeting quorum. This matter will be a major topic at the next meeting.

    c. **Dedicated Law Enforcement Channels on Existing VHF Interoperability Channels** – The membership was informed that the Mutual Aid Frequency Coordinating Group (MFCG) is considering creating dedicated (but not exclusive) law enforcement special operations channels on some of the existing VHF interop channels. Tom Czaja reported that the MFCG will be discussing this matter at their upcoming meeting on January 4, 2011 at 10:00AM. The meeting will be held at the OJA offices in Madison. John Schrader recommended that if there would be encryption, that it be AES Encryption with a common key.

    d. **Goal Setting and Future Grant Opportunities** – Mark Owen noted since our region includes the five county UASI region, the council may be able to explore grant funding for items such as mobiles repeaters, cross-band repeaters, user guides and WISCOM enhancements.

    Jim Mayer remarked that due to the growth of MABAS, there is concern of increased radio congestion where there are multiple incidents occurring. He suggested the development of a regional overlay patch for a narrowbanded VHF IFERN2 channel.

8. <u>**Other Business**</u>

Comments were solicited from each county on interests, issues, concerns, goals, etc. related to interoperability and regional council efforts that were not previously discussed.

Bob Kacmarcik (Racine County) suggested the need for more training relating to the impact of a major incident on communications center capabilities. He stated that field personnel need to understand how quickly the limited number of communications personnel can become

overwhelmed due to all demands placed on them. Proper communications center management and task delegation is critical.

9. **Next Meeting Date and Location**

Monday, February 28, 2011 at 1:30 PM

Walworth County Emergency Operations Center
Located in the Walworth County Judicial Center,
1796 County Road NN, Elkhorn, WI 53121

10. **Adjournment**

The meeting was adjourned at 3:30 PM.

Respectfully Submitted,

Gene Oldenburg
SE Wisconsin Regional SCIP Implementation Coordinator